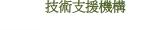澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY
博雅學院
School of Liberal Arts

> 註：此課程正向「**建築、工程及城市規劃專業委員會**」申請認可時數。

工程合約及投標管理課程
Engineering Contract and Tendering Management

專業提昇 Professional Enhancement

- 提昇工程師和建築專業人員在工程合約及投標管理的先進知識和程序實務。
- 提供行業趨勢和資訊。
- Enrich engineers and construction professionals with advanced knowledge, skills and on engineering contract management, tendering procedure and practice.
- Provide industrial trends and updates.

課程簡介 Course Introduction

本課程適用於各類承建商及裝修公司的工程合約管理，使學員能有效益地管理工程合約。事實証明，能夠掌握廣泛的工程知識的人，更能勝任於商業競爭。

課程大綱 Course Outlines

1. 合約的起始　　　(Emergent of a contract)
2. 合約估價　　　　(Contract estimation)
3. 合約投標　　　　(Tendering)
4. 供應商管理　　　(Suppliers Management)
5. 地盤施工準備　　(Site start preparation)
6. 地盤會議與進度　(Progress & site meeting)
7. 施工督導與聯絡　(Site supervision & Coordinator)
8. 建造管理　　　　(Construction Management)
9. 指令與後加工程　(A.I & Variations)
10. 技術問題解決　　(Technical Problems)
11. 工程測試與交收　(Commissioning and Handover)
12. 合約財務與糾紛　(Contract Financed and Dispute)

教學對象 Target Audience

執業土木工程師、建築師、測量師及建築專業人士
Civil Engineers, architects, surveyors and construction professionals

授課語言 Medium of Instruction

以廣東話講授，筆記以英文為主 Delivered in Cantonese with notes mainly in English

報名地點 Venue for Enrollment

澳門氹仔偉龍馬路澳門科技大學 O 座 6 樓 博雅學院
SLA, 6/F Block O, Macau University of Science and Technology, Avenida Wai Long, Taipa, Macau

上課地點 Venue for Class

澳門氹仔偉龍馬路澳門科技大學（確實地點將於確認開課時以手機短訊通知）

Macau University of Science and Technology, Avenida Wai Long, Taipa, Macau

上課日期 Course Date & Time

課程編號 Course code： S230100012	25 & 26 March 2023	週六，日 Sat, Sun 10:00-13:00 14:00-17:00	總課時 12 小時 Total 12 hours

課程費用 Tuition Fee　MOP 1,800　　　　　　　**收生名額 Class Size**　40

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* 報名注意事項 Enrollment Notes *

報名時間：星期一至五(9:00 – 13:00; 14:30 – 20:00) [公眾假期除外]

Operation hours: Monday to Friday (9:00 – 13:00; 14:30 – 20:00) [Close at Public Holidays]

1. 首次報讀本院短期課程者，請先登入**網上報名系統**（網址：https://scs.must.edu.mo/oasc/PersonalInfo.do）或掃瞄以下的 QR Code，選擇 <工程學和工程行業> 類別，預先登記個人資料（不需上傳身份證），填妥資料後，帶備身份證正、副本至本院辦理報名。
   For those who enroll for our courses for the first time, please go to https://scs.must.edu.mo/oasc/PersonalInfo.do or scan the QR Code below, choose the category of <**Engineering**> , and input personal information (no need to upload ID copy). After registration online successfully, please come to our school to make payment. You should bring along with your ID card and copy.

2. 所有費用一經繳交，恕不退還（本院取消開辦該課程除外）或轉讓。
   All payment made is not refundable (except that the course is cancelled by the School) or transferable.

3. 如課程報名人數不足，本院保留課程取消或延期的權利。
   The School reserves the right to cancel or postpone the courses if minimum class size is not reached.

查詢 Enquiries

Tel: 8796 1998/ 8796 1999　　　　Email: sla@must.edu.mo

Website: http://www.must.edu.mo/sla/diploma-certificate-programs

博雅學院致力開拓終身學習機會，如欲收到本學院之課程資料，可發電郵至 sla@must.edu.mo，並提供閣下之電郵地址，標題主旨為 "加入通知群組"。
The School of Liberal Arts develops life-long learning opportunities. Should you wish to receive information on our programs / courses, please send us an email (to sla@must.edu.mo) stating your email address in your email and "Join the mailing list" in the Subject line.

我們亦為機構/政府部門/學校等提供內部培訓，按各機構不同之要求(主題/時間/地點/對象)而訂定培訓內容。請與我們聯絡。
We also offer in-house training for corporations/Government Departments/schools, tailor-made with respect to your choices of topics, time, place, and group of attendees. Please contact us for more information.